

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: AUGUST 27, 2008

RECRUITING BULLETIN NO. 26-08-D10-039(E)

CLOSING DATE: DECEMBER 31, 2008

REGIONAL CENSUS CENTER, KANSAS CITY MO

AREA MANAGER, GG-0301-9/11/12

SALARY: GRADE 9: \$45,040

GRADE 11: \$54,494

GRADE 12: \$65,315

NUMBER OF POSITIONS: FEW

APPLICATIONS WILL BE REFERRED TO THE SELECTING OFFICIAL AS VACANCIES OCCUR UNTIL THE CLOSING DATE OF DECEMBER 31, 2008.

DUTY STATION: KANSAS CITY, MO

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREAS OF CONSIDERATION: All Qualified U.S. Citizens

DUTIES: The incumbent is responsible for the management and close control of field, office, and evaluation operations of a number of temporary field offices responsible for the enumeration of up to 3,000,000 housing units; provides supervision, guidance, and technical direction to Early Local Census Office (ELCO) and Local Census Office (LCO) supervisory staff, Regional Technicians, and Regional Census Center (RCC) clerks; ensures that ELCO and LCO operations are completed on time and within budget and data quality standards are met; assures that all necessary actions are taken to correct deficiencies; provides direct supervision employees who serve as field managers and support staff over a large field and office workforce; and indirectly supervises up to several thousand employees in the ELCOs and LCOs. Includes planning, development, and successful implementation of Census operations; oversees and conducts group and individual training sessions for staff; monitors the cost and progress reports of field, office, and evaluation operations, to ensure the Census is conducted on schedule and within budgeted allocations; develops a strategic plan for field enumeration and recruitment for the assigned area; oversees recruitment programs; maintains outside contacts as required with civic organizations, business firms, and similar groups to further the needs of the Bureau and to foster cooperation on the part of the public.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

- 1. Experience planning, organizing, and supervising a large-scale field survey or data collection operation.**
- 2. Experience recruiting, interviewing, selecting, training, and evaluating field and/or office personnel.**
- 3. Experience analyzing performance, progress, and cost reports for a decentralized field and/or office operation.**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.

2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

If you are using education to basically qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

GG-0301-09: EXPERIENCE: Applicant must have one year of specialized experience to the next lower grade level. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR** **(2)** Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports. **OR EDUCATION:** Two full years of graduate education or master's degree directly related to the position that provided the principles, theories, techniques or methods of statistics; geographic or cartographic techniques; production and operations management; organizational behavior; managing human resources, personnel management, or personnel interviewing; project management; operations research; and quantitative approach to managerial decisions.

GG-0301-11: EXPERIENCE: Applicant must have one year of specialized experience to the next lower grade level. This specialized experience includes: **(1)** Experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports; **(2)** Experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; **AND** **(3)** Experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates. **OR EDUCATION:** Three full years of graduate education or the Ph.D., directly related to the position that provided; work in the principles, theories, techniques or methods of statistics; geographic or cartographic techniques; production and operations management; organizational behavior; managing human resources, personnel management, or personnel interviewing; project management; operations research; and quantitative approach to managerial decisions.

GRADE 12: EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level. This specialized experience includes: **(1)** Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** Experience making or approving

selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; **AND (3)** Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs. **EDUCATION:** No substitution of education for experience is permitted.

HOW TO APPLY:

Step 1: Submit a completed application/resume for each grade level, listing your work duties and accomplishments relating to this position. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes, from Government computer or via Government FAX machines will not be accepted.

Individuals with a disability may request reasonable accommodations by calling 816/994-2032.

Step 2: Submit a separate application package for each grade level you wish to be considered for.

Step 3: Submit your responses to the Evaluation Criteria listed on page one of this bulletin with your application.

Step 4: Submit completed application package by the closing date of the bulletin to:

**Bureau of the Census
Regional Census Center
2001 NE 46th Street, Kansas City, MO 64116.
ATTN: ADMIN**

Or via email to kansas_city_2010_HR@census.gov

You may contact the Administrative Dept. on 816/994-2032 or 816/994-2030 for further information about this vacancy.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION: Employees who received a Voluntary Separation Incentive Payment (VSIP) or a Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.